

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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10th February 2022

Dear Councillor

You are hereby summoned to attend a meeting of the Finance Committee on **WEDNESDAY 16th FEBRUARY 2022** at **Hartley Library, Ash Road**, commencing at **10.30a.m.** or at the conclusion of the meeting of the Planning Committee, whichever is later.

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest not already included on their Register of Interest.

3. Minutes of the previous meeting

To approve the minutes of the meeting of the Finance Committee held on 15th December 2021 as a correct record. (Annexed).

Pursuant to Standing Order 3 (e) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

4. Review of Income and Expenditure

To review the Council's income and expenditure from 1st April 2021 to 8th February 2022. (Annexed).

Background document

Detailed income and expenditure by budget heading as at 8th February 2022.

5. Review of the Effectiveness of the System of Internal Audit

Assertion 2 of the Annual Governance Statement contained in Section 1 of the Annual Governance and Accountability Return, requires Members of Hartley Parish Council to confirm that they have; “*maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*”

This Assertion covers the Council’s responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption. The Council is required to confirm that it has tested these arrangements, at least once in the year to make sure they are working in an adequate and effective way.

When completing Assertion 2, 6 and 7 in the Annual Governance Statement, local councils should consider the outcome of any review of internal audit. Guidance on how the review could be conducted is set out in the Governance & Accountability for Local Council’s – A Practitioners’ Guide (England) March 2021, pages 23 to 26 inclusive.

A review of the effectiveness of the system of internal audit was undertaken on 2nd February 2022, by Cllrs Abraham, Alford and Ramsay. (Annexed).

The Committee is requested to consider the findings of the review.

Background document

Review of the effectiveness of the system of internal audit undertaken on 2nd February 2022. (Annexed)

6. Risk Management Review

To review the Risk Management Policy Statement and Risk Management Strategy approved by the Council on 8th March 2021. (Annexed).

Background document

Risk Management Policy Statement approved by the Council on 8th March 2021. (Annexed)

Risk Management Strategy approved by the Council on 8th March 2021. (Annexed).

7. Financial Risk Assessment

To review the Financial Risk Assessment approved by the Council on 8th March 2021. (Annexed).

Background document

Financial Risk Assessment approved by the Council on 8th March 2021. (Annexed).

8. Risk Register

To review the Risk Register approved by the Council on 8th March 2021. (Annexed).

Background document

Risk Register approved by the Council on 8th March 2021. (Annexed).

9. Reserves

(a) To review the Reserves Policy approved by the Council on 8th March 2021. (Annexed).

(b) To review the current reserves held by the Council. (Annexed).

Background document

Reserves Policy approved by the Council on 8th March 2021. (Annexed).

List of Reserves held by the Council. (Annexed).

10. Statement of Internal Control

To review the Statement of Internal Control approved by the Council on 8th March 2021.

Background document

Statement of Internal Control for y/e 31st March 2021. (Annexed).

11. Assets Register

To review the Council's Assets Register showing property and land owned by the Council, other assets and land leased by the Council. (Annexed).

Background document

Assets Register. (Annexed).

12. Insurance

To review the Council's insurance schedule to ensure the Council's assets are adequately covered. (Annexed).

Insurance Schedule as at 17th August 2021. (Annexed).

13. Subscriptions and Licences

(a) To review the Council's subscriptions and licences falling due to be paid annually.

Background document

List of subscriptions and licences for 2021/22 as approved by the Council on 8th March 2021. (Annexed).

(b) To consider whether the Council should renew its subscription to "Zoom" and "Log me in" for 2022/23.

14. Review of investments and Banking Arrangements

To review the Council's investments and banking arrangements. (Annexed).

Background document

Investments and banking arrangements. (Annexed).

15. The Pensions Regulator

(a) To consider a letter dated December 2021, received from the Pensions Regulator, regarding re-enrolment and the Parish Council's legal duties as an employer. (Annexed).

(b) To approve the Re-declaration to be submitted to the Pensions Regulator. (Annexed).

16. Banking

To consider a letter dated 26th January 2022, received from Unity Trust Bank.

17. Internal Auditor

At the meeting of the Finance Committee held on 13th February 2019, it was recommended that David Buckett be appointed the Council's Internal Auditor for the accounting periods 2019/20, 2020/21 and 2021/22.

The Committee is requested to consider future arrangements for the internal audit of the Council's accounts.

18. Date of Next Meeting

List of circulated documents

1. Minutes of the meeting of the Finance Committee held on 15th December 2021. **(WHITE)**.
2. Detailed income and expenditure by budget heading as at 10th February 2021. **(BLUE)**.
3. Risk Management Policy Statement approved by the Council on 8th March 2021. **(GREEN)**.
4. Risk Management Strategy approved by the Council on 8th March 2021. **(GREEN)**.
5. Financial Risk Assessment approved by the Council on 8th March 2021. **(PINK)**.
6. Risk Register approved by the Council on 8th March 2021. **(BLUE)**.
7. Reserves Policy approved by the Council on 8th March 2021. **(CREAM)**.
8. List of Reserves. **(CREAM)**
9. Statement of Internal Control for y/e 31st March 2021. **(YELLOW)**.
10. Assets Register. **(GREEN)**.
11. Insurance Schedule as at 17th August 2021. **(PINK)**.
12. List of subscriptions and licences for 2021/22 as approved by the Council on 8th March 2021. **(BLUE)**.
13. Investments and banking arrangements. **(CREAM)**.
14. Letter dated December 2021, received from the Pensions Regulator. **(WHITE)**.